Commonwealth Fee Board Meeting

November 3, 2023

4:00-5:30 p.m.

202 SUB, Penn State Brandywine

ZOOM: <https://psu.zoom.us/j/95557803761?pwd=VG5kZitldjlwVU1KMnczYnpyaTVzdz09>

Minutes

## Welcome/Roll Call

Zach Albright, Chair-present

Aiden Conese-present

Andrew Zimmerman-present

Elise DuFour-present

Gonzalo Ingram-present

Joey Confer, proxy member-late

Joshua Krause-present

Madison Ollis-present

Maria Catalina-absent

Matthew Strupczewski-late

Dan Murphy-present

Gina D’Amato-Kaufman-present

Jay Arcuri-present

Carlos Rodriguez-absent

Bill Samluk-absent

Marena Sanoja-absent

## Introductions

Meeting called to order at 4:01 pm

## Adoption of the Agenda

Motion to approve adoption of agenda by: Aiden Conese Seconded by: Josh Krause Motion passes.

## Adoption of the Minutes from Last Meeting

Motion to approve adoption of minutes from last meeting by: Aiden Conese Seconded by: Andrew Zimmerman Motion passes.

## Items to be discussed and voted on (when noted)

Zach provided a PowerPoint presentation outlining the meeting agenda.

Dan Murphy shared results from DSA/SGA Survey related to Student Fee:

* Reminder that there will be a 5% increase to Tier 1 and Tier 2 of the Student Fee
* ¾ campuses have a plan to use 2023-2024 student fee, but all campuses believe they will utilize all fee funds in 2023-2024
* 17 campuses were in favor of an increase in the Activities Fee; there were a variety of fee level thresholds considered
* Not as much of an interest in increase of Facilities Fee
* Question was asked related to the number of campuses interested in an increase to the facilities fee, it was reported that there were 5 campuses interested in increase to fee
* It was also reported that the campuses not in favor of an increase in the Facilities Fee, were also not in favor of an increase to the Activities Fee (4 campuses)
* Discussion centered on the last time there was no increase in the fees, it is believed that it last happened in 2016
* Still need to determine how 5% increase will be divided between Activities and Facilities Fees

Reviewed CFB Chair Selection Process

* Nominations
* Interview & Recommendation
* Board Approval
* Potential to exists to create a CFB Vice-Chair Position
	+ Position could be appointed by the CFB Chair
	+ Candidate would need to meet the requirements of the CFB Chair
	+ Need to develop guidelines for position
	+ Appointment may need to be ratified/approved by CFB if it is not an elected position

Facility Fee Requiring Approval Threshold

* Dan Murphy reviewed survey of campuses:
	+ 9 campuses in favor of raising the limit to $100,000.00
	+ Concern was shared that raising it too high may not have the desired effect on smaller campuses
* $100,000.00 does not go very far in terms of renovations in today’s market place
* Every campus (except for Hazleton) has a balance greater than $100,000.00; However, Hazleton just finished a major campus project
* Fee levels of campuses were initially shared, however, these balances do not reflect encumbered expenses and balances shown were then removed
* $85,000.00 was then suggested
* Motion to increase Facility Fee Requiring Approval Threshold to $85,000.00 by: Andrew Zimmerman, Seconded by: Aiden Conese, Roll Call Vote: 8 In Favor, 0 Opposed, Motion Passes

## Additional Discussion / Public Comment

None

## Recommendations to the Vice President

None

## Adjournment

Motion to adjourn: Aiden Conese Seconded by: Gonzalo Ingram Motion Passes

Meeting adjourned at 4:30 pm

Future meeting dates: January 26 (Virtual), February 2, March 15, April 19 (Greater Allegheny). All meetings begin at 4:00.

Respectfully submitted:

Gary M. Miller

Senior Associate Director, Student Affairs, Penn State Brandywine